



Direct Deposit

As of August 2003, over 69% of County employees received their pay using Direct Deposit. Of 4,574 total checks issued, 3,181 were paid using Direct Deposit. In August of 2002, Direct Deposit participation at Lucas County was 58%.

Your pay information is available online using your PeopleSoft User ID and password. If you don't wish to receive a paper version of your pay stub, check the appropriate box on the Direct Deposit form (on the back of this page). Then sign and date the form and submit it to Payroll.

Using Direct Deposit is a great benefit that every Lucas County can take advantage of. No more waiting in bank lines to deposit or cash a paper check. Your pay is deposited automatically and available on payday morning.

On Direct Deposit, County employees can still receive a printed pay stub, showing the amount deposited into the bank or credit union. You can also view your pay information online, using your Self-Service access to the County's PeopleSoft system. (As of this writing, most County employees have access to their own

information. Talk to your Human Resources department if you have questions.)

If you are not taking advantage of Direct Deposit, sign up today! A copy of the Direct Deposit sign-up form is on the back of this page. Simply fill it out and submit it to Lucas County Payroll. In a short time, your pay will go directly to the account (or accounts) that you choose.

Self-Service Update

Now, most Lucas County employees have access to the PeopleSoft system. Levels of access vary by the needs of each person. At a minimum, all County employees can (or will soon be able to) review their own information online. Others—such as managers, Human Resources professionals, and departmental keepers—have different levels of access to the system, based on their work requirements.

To access the PeopleSoft system, every County employee has a User ID number and password. Letters with the numbers and passwords were sent over the past few weeks. **IMPORTANT**—If you have not received the letter with your access information, contact your department's Human Resources department.

With your own User ID and password, you can open and review your own information in PeopleSoft. The Intranet (Lucas County's internal network) address for the system is: <http://129.1.3.71/servlets/iclientservlet/HRPROD>.

As of today, most County employees only have access to a limited amount of information. However, many exciting features are on the way. For example, the next County-wide enrollment for benefits will be done online. You will also be able to:

- Make changes to your personal information—address, phone, etc.
- Make changes to your payroll information—deductions, tax withholding
- Sign up for training
- Access your information from anywhere using the Internet
- Much more!

Self-Service Enhanced by Strong Security Measures

One of the main reasons Lucas County decided to purchase and implement PeopleSoft was to take advantage of its many self-service features. Allowing all County employees to access their own information not only makes solid business sense for Lucas County, it also gives all employees greater control of their own information. The County is well on our way to make this a reality.

As the capabilities of the PeopleSoft system expand, many Lucas County employees have expressed concern about the security of the information within the system. Keeping County information secure is the most important concern of every member of the Project Team.

There are several layers of security built into the system. First, one needs a user identification code and password to access information. Second, Lucas County Information Services (LCIS) has installed physical and electronic security measures to prevent outsiders from gaining access. Third, PeopleSoft itself contains extensive security measures—there are restrictions placed on every County employee to limit what they can see on the system.

There are many exciting features coming soon for all of Lucas County. Over the next several months, many self-service features will become reality. For example, in January 2004, every Lucas County employee will complete his or her enrollment for benefits (Open Enrollment) online—using a personal computer (PC) and the PeopleSoft system. This will include using your own PC from home, your work PC, or a PC centrally located in your department.

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSIT(S)



From: Department _____

To: **Lucas County Payroll**

Employee Name _____

Employee ID # (if known) _____

Social Security # _____ - _____ - _____

Date _____

I hereby authorize the LUCAS COUNTY AUDITOR to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below.

Please do not use this form for deposits to the Toledo Metro Federal Credit Union. You can obtain a Direct Deposit form directly from the Credit Union.

1 Financial Institution Name _____

Transit/ABA # _____ (The nine-digit number at the bottom of your check)

Account # _____ Type of Account ☐ Checking ☐ Savings

Amount: **Balance of check**

2 Financial Institution Name (if applicable) _____

Transit/ABA # _____ (The nine-digit number at the bottom of your check)

Account # _____ Type of Account ☐ Checking ☐ Savings

Amount: \$ _____

3 Financial Institution Name (if applicable) _____

Transit/ABA # _____ (The nine-digit number at the bottom of your check)

Account # _____ Type of Account ☐ Checking ☐ Savings

Amount: \$ _____

☐ I have attached a voided check or bank verification for the accounts listed above.

☐ I do not wish to have a printed version of my pay stub. (If you make this election, you may still view your pay information using your online access.)

The authority is to remain in full force until the Lucas County Auditor has received written notification from me of its termination. I will submit the notification in a timely manner to afford the Lucas County Auditor and the financial institution(s) a reasonable opportunity to act on it.

I will notify my department's Payroll office IMMEDIATELY in the event of a payroll calculation error. I will repay Lucas County for any overpayments that may be credited to my account(s).

Signature _____ Date: _____